



Background

The U.S. Department of Education, Office of Inspector General (OIG), has job opportunities for auditors in Washington, D.C. and area-office locations throughout the United States. The Department of Education is an equal opportunity employer and is seeking talented individuals with an interest in conducting performance, financial or information systems audits. These audits are designed to improve the integrity, efficiency and effectiveness of the Department's programs and operations. Entry-level positions, as well as senior-level positions for those with experience who meet the qualifications, are currently available.

The OIG offers a wonderful opportunity for individuals to serve the public through challenging work designed to help the Department of Education improve the nation's educational system. The positions available provide excellent opportunities for developing experience in a wide range of activities in the auditing field. You can find out more about what we do by accessing the OIG web page at <http://www.ed.gov/offices/OIG>

Career Opportunities

In addition to possessing fundamental accounting skills, our employees must be able to analyze problems and effectively communicate solutions. Most of our auditors have accounting degrees. Some have degrees with majors other than accounting, but most have 24 or more semester hours in accounting.



Entry-level positions are filled at the GS-5 and GS-7 levels, depending upon a candidate's academic achievement and experience. Positions are available in our offices located in:

- ◆ Philadelphia, PA
- ◆ Washington, DC
- ◆ Sacramento, CA
- ◆ Chicago, IL
- ◆ Kansas City, MO
- ◆ Atlanta, GA
- ◆ Dallas, TX

Advancement

The GS-7 entry-level salary range is from \$26,470 to \$34,408 a year, plus locality pay, based on the geographical location. The positions available offer the potential for rapid career growth (based on satisfactory performance, usually within three years) to the full performance level of GS-12 with a salary range of \$46,955 to \$61,040. Individuals can advance to senior auditor, management and executive-level positions which pay up to \$120,000 a year (2000 salary schedule) with a career in the federal government and the Department of Education.

Training

One of the most important investments an organization can make is in the development of its human resources. We take our commitment to training and staff development very seriously. In addition to performing audits, new auditors participate in a formal training program over their first few years of employment. Training and professional development objectives are also identified for each employee, based on his or her specific needs.

Our commitment to training extends beyond the development period – it will remain throughout your career. We have a comprehensive training program to ensure that our employees develop and maintain



the knowledge, skills and abilities needed for a successful career in auditing.

Professional Development

We place a high value on professional certification, and encourage and support our people in their quest to pass and receive professional certification through Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), and Certified Internal Auditor (CIA) exams. Administrative leave is granted for up to three sittings, as well as preparation time up to 2½ times the hours of the exam. OIG will also pay 75 percent of the cost of the first review course for any of the specified exams.

Benefits

In addition to a competitive starting salary, we offer excellent benefits, including the full complement of federal benefits in the following areas:

- 13 days of paid vacation each year during the first 3 years of employment, then 20 days each year for the next 12 years and 26 days each year thereafter.
- 13 days of sick leave each year
- 10 paid holidays
- health benefits and life insurance
- coverage under the Federal Employees Retirement System (FERS)
- optional tax-deferred thrift savings plan (similar to an IRA)

→ annual salary increases



Additional Information

Vacancies are announced through the Department of Education's employment office when they occur. To obtain information on vacancies, call the U.S. Department of Education at:

- (202) 401-0559
- (202) 401-2296 (*TDD assistance*)

Vacancies are also posted on the Department's web page at <http://www.ed.gov/offices/OM/edjobs>

Regional personnel offices are at the following locations:

- Regional Personnel Office
61 Forsyth Street, SW
Suite 148T-60
Atlanta, GA 30303
(404) 562-6244
- Regional Personnel Office
111 North Canal Street
Suite 1084
Chicago, IL 60605
(312) 886-8795
- Regional Personnel Office
50 United Nations Plaza
Room 207
San Francisco, CA 94102-4987
(415) 556-4125

You may apply for these positions with a resume, *Optional Application for Federal Employment* (OF-612), Standard Form SF-171, or other application

format of your choice. All personnel actions are handled by the Department of Education's personnel office.



Note: The Office of Personnel Management (OPM) applies veterans preference to its registers. That is, veterans are awarded extra points and given preference over any non-veteran with an equal or lower score. Direct hire is authorized if there are no veterans on the OPM register with the same or higher score than the direct-hire candidate.

U.S. DEPARTMENT OF EDUCATION Office of Inspector General



CAREER OPPORTUNITIES

★ Auditor ★

Our mission is to promote the
efficient and effective use of taxpayer
dollars in support of American education.
